

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140086-8

17

REPORTS INVENTORY				CONTROL NO. DDS/OTR/ISS 16	
PREPARE IN DUPLICATE					
1. TITLE OF REPORT (If a fill-in report include Form No.) Course Report - Instructor Training Workshop				2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING	ADMIN. GENERAL	
	LOGISTICS		SECURITY	OTHER (specify)	
	MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 6	5. FREQUENCY (weekly, monthly, quarterly, etc.) At end of ITW's (8 in the last 12 months)			6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum	8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. XX NO <input checked="" type="checkbox"/>			9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Regulation	
10. PREPARING COMPONENT (include lowest level contributing information to report) OTR/ISS/IT			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
11	6.50		3.5		22.75		8		182.00
14	11.00		1.5		16.50		8		132.00
Review									
14	11.00		.25		2.75		8		22.00
15	12.80		.25		3.20		8		25.60
18	17.00		.25		4.25		8		34.00
			5.75				46		

## B. COSTS OF COMPUTER PRODUCED REPORTS

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## TOTAL COSTS PER YEAR

395.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Informs the DTR of the instructor's evaluation of the course. Also includes student's critiques, which gives DTR their opinion of the course.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE		0	0
<input type="checkbox"/> DISCONTINUE			STAT

16. DATE OF INVENTORY 9 OCT 1970	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION OTR/ISS/IT	18. EXTENSION <input type="checkbox"/>
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